

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Keynote address
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Mid-Ohio Valley Regional Airport
4. Destination address: Williamstown, WV

Leg: Trip date: _____ Departure City: _____ Departure Time: _____ Arrival City: _____

1	11.09.2022	MGW		PKB
2	11.09.2022	PKB		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE	[REDACTED]	WVU President	President's Office	Travel to attend the YMCA of Parkersburg "Heart of Our Community" event. President Gee will give the keynote address. The YMCA of Parkersburg has hosted the "Heart of Our Community" dinner since 2011. The recipient of the award is a local citizen who has given back to the community as a whole (and not just the YMCA). This year, Mary Anne Ketelsen, President of Mister Bee Potato Chips, received the award. This event is a fundraiser for the YMCA of Parkersburg. President Gee will speak about the importance of working together to improve lives across the state of WV.	4
2	LAURIE ERICKSON	[REDACTED]	WVU First Lady	President's Office		
3	ANN BERRY		Assistant Vice President for Outreach	University Relations		
4						
5						
6						

5. Lead passenger name / cell number: Gordon Gee [REDACTED] _____

6. Ground transportation:

No ground transportation required.

I prefer to set up my own ground transportation.

I prefer to have LJ Aviation set up ground transportation. Details: _____

7. Catering:

No catering required.

Catering is required. Details: _____

8. Signature of WVU President, Vice President, Chancellor or designee:

AG

Printed: Amy Garbrick

Date _____

For internal use:

9. Approved by WVU President's Office: _____ AG _____ Date sent to LJ Aviation 11.8.2022 _____

Printed name: Amy Garbrick 11.8.2022 _____
12/29/2014

Updated: _____